



Ceremonial Detail Performance & Recruit Off-Base Function Request Information Sheets

United States Coast Guard Training Center Cape May, NJ

This form must be submitted no later than 30 days prior to the event

General Information

1) Date of Event:_____ 2) Location:_____

3) Description of Event:_____

4) Ceremonial Unit(s) Requested:_____

5) Event Start Time:_____ 6) Event Stop Time:_____

7) Is the event open to the public?_____ 8) Is the event free of charge?_____

9) Who are the participants?_____

10) Sponsor / organization:_____

11) Is it a non-profit organization?_____

12) What does the organization do?_____

13) Is the organization regulated by the Coast Guard?_____

14) Does the sponsor/organization have any business interaction with the Coast Guard other than this event?_____ If yes, explain here _____

15) Is there any significance to a *particular* Coast Guard member's role in the event? Is there a connection between that particular member and the organization or its members?_____

If yes, explain here:_____

16) Sponsor's Point of Contact (POC):_____

17) POC phone # & email:_____

Information Sheets Must be submitted to Tina Walker at (609) 898-6521, Fax (609) 898-6351. Additional information can be found at:

<http://www.uscg.mil/hq/capemay/ceremonial.htm>



Ceremonial Detail Performance & Recruit Off-Base Function Request Information Sheets

United States Coast Guard Training Center Cape May, NJ

This form must be submitted no later than 30 days prior to the event

Transportation

18) Mode of transportation:_____

19) Transportation company:_____

20) Point of contact name & phone #:_____

21) Value of transportation (\$):_____

Meals

22) Meal(s) to be provided:_____

23) Location of Meal(s):_____

24) Point of contact name & phone #:_____

25) Value of meal(s) (\$):_____

Lodging

26) Location / type of lodging:_____

27) Storage area location:_____

28) Point of contact name & phone #:_____

29) Value of lodging (\$):_____

Miscellaneous

30) Special music required?_____

31) Reviewing Stand performance (give details)?_____

32) Information needed from Ceremonial Detail/other notes:_____



Ceremonial Detail Performance & Recruit Off-Base Function Request Information Sheets

United States Coast Guard Training Center Cape May, NJ

This form must be submitted no later than 30 days prior to the event

Explanation of Information Sheet Items

1. Date of Event.
2. City, State and Building / street address of location where the event will begin.
3. What is the official name and nature of the Event?
4. Which military units are you asking to participate?
5. What time does your Event start?
6. What time does your Event stop?
7. Is the Public welcome to attend this event?
8. Is there a fee/donation cost to gain entrance to the event?
9. Who will participate in this event?
10. What organization will pay for buses/meals/lodging if needed?
11. Is this organization a non-profit organization?
12. What does this organization do?
13. Does the organization buy a license from, pay fees to or get inspected by any Coast Guard unit?
14. Does the organization have any other business with the USCG.
15. Is there any Coast Guard member associated with your organization or members?
16. Whom should we contact, and what is their title.
17. Please list the work and home (or cellular) phone numbers of the sponsor's point of contact.
18. Will travel arrangements be made by Bus or Plane?
19. What transportation company did you make arrangements with?
20. List the name, title and number of the contact person to confirm transportation logistics.
21. Your total cost (dollar amount) to provide transportation for ceremonial detail?
22. You are required to provide the meals that the Ceremonial Detail will miss because of their absence from the Training Center. List the meals you will make arrangements for.
23. Establishment name and address where meals are to be served.
24. List the name, title and phone number of the contact person for confirmation of meal logistics.
25. Your total cost (dollar amount) to provide the meal(s) for ceremonial detail.
26. Name and address of the lodging location you will arrange for ceremonial detail.
27. If storage of gear (musical instruments, cases etc.) is necessary - where has storage been arranged?
28. List the name and phone number of the contact person for confirmation of housing logistics.
29. Your total cost (dollar amount) to provide berthing for ceremonial detail.
30. Are you requesting any special music from the ceremonial band?
31. Are you requesting any special performance from the ceremonial band or drill team?
32. What information do you need from ceremonial detail? Are there any other items of note?